

# Helsby Parish Council

## Minutes of the Health & Safety Committee meeting held at 7pm on 28<sup>th</sup> May 2019 in the Committee Room

**Present:**

Cllr. Alan Gardner – Chairman                      Cllr. Chris Ellams – Vice Chairman                      Cllr. Stuart Hulse  
 Cllr. Sam Johnson                                      Cllr. Terry O’Neill    Cllr. Michelle Massey  
 Cllr. Peter Duffy

**In attendance:**

Cllr. Mallie Poulton and Cllr. Sarah Temple

1. Public Air Time. Proposed by Cllr. Johnson, seconded by Cllr. O’Neill and **RESOLVED – that the meeting be suspended for public participation – HS04/19.** There being no matters brought to the committee’s attention it was proposed by Cllr. Duffy, seconded by Cllr. Ellams and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HS05/19.**
2. Apologies for absence – none as all committee members were present.
3. Declarations of disclosable interests – none reported.
4. Minutes of the previous meeting. Proposed by Cllr. Duffy, seconded by Cllr. Hulse and **RESOLVED – that the minutes of the Health & Safety Committee meeting held on 25<sup>th</sup> February 2019 be approved as accurate and duly signed by the Chairman – HS06/19.**
5. Matters arising from the minutes of the previous meeting – none reported.
6. Members reviewed the Health & Safety Committee budget (see below) for 2019/20 - duly noted:

Budget Heading Code	Description	Budget 2019/20 £	Spend To Date £	Predicted spend to 31/03/20 £
264	Zurich Management	30	0	30
265	H & S, PPE Equipment	200	0	200
266	H & S, First Aid Trainin	100	0	100

7. Health & Safety expenditure – 5 Year Plan. Cllr. O’Neill had included the estimated budget expenditure in the 5-Year plan – duly noted.
8. Cllr. Duffy and the Parish Clerk attended the Health & Safety Update organised by ChALC on 6<sup>th</sup> March in Cotebrook. Good course leader and the main topic covered employee’s mental health issues – duly noted.
9. Review of the Health & Safety Policy. Proposed by Cllr. Gardner, seconded by Cllr. O’Neill and **RESOLVED – to amend the Health & Safety Policy by removing the word ‘course’ from the text Page 4 Item 2 and that all other wording remains the same as suitable for the purpose of Helsby Parish Council – HS07/19.**
10. Urgent matters – none reported.
11. Date of the next meeting – Tuesday, 27<sup>th</sup> August 2019.

The meeting closed at 7.04pm

Chairman’s signature..... Dated.....

